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THE MONTANA EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM ANNUAL REPORT TO THE GOVERNOR

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1985 EEO ANNUAL REPORT

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INTRODUCTION

The purpose of the Montana Equal Employment Opportunity (EEO) Program is to protect employees and applicants from deliberate or unintentional, unlawful discrimination that limits state government employment and advancement opportunities because of race, sex, or disability.

When equal employment opportunity laws were first enacted, the general belief was that discrimination took place primarily through conscious, overt actions against individuals. We now know, however, that today unlawful employment discrimination can result from seemingly neutral employment practices. Unintentional discrimination is just as illegal as deliberate discrimination, as the U.S. Supreme Court made clear in Griggs v. Duke Power Company (1971) (401 U.S. 424, 91 S.Ct. 849). This case indicates that an employer's lack of discriminatory intent does not make legal any personnel procedures which operate as built-in obstacles to any racial or ethnic group or sex and which are not essential predictors or measures of successful job performance. Montana state government EEO and Affirmative Action (AA) Programs work to identify and correct personnel practices that may result in unintentional discrimination.

This report describes the state Equal Employment Opportunity and Affirmative Action Programs' progress during the 1984-85 fiscal year. The report is divided into three chapters.

Chapter I, the executive summary, highlights the overall accomplishments in state government. Chapter II analyzes in detail the progress made by all state agencies combined (except for the University system).

Chapter III provides recommendations for the state's Equal Employment Opportunity and Affirmative Action Programs to improve their effect on the future state employment and advancement opportunities for women, minorities and disabled persons.

CHAPTER I

EXECUTIVE SUMMARY

The analysis of employment in state executive branch agencies shows continued progress in the employment of women, minorities and the disabled by state executive branch agencies during the 1984-85 fiscal year, with some important exceptions. Specifically, this report shows that:

- The representation of women in professional jobs rose from 33.1% in 1983-84 to 36.1% in 1984-85. This is an increase of 98 permanent professional positions held by women.

- The rate at which women are hired and promoted into professional positions also continued to increase. 50.8% of the new hires into professional jobs were women, and women accounted for 64.5% of those promoted into professional jobs.

- The representation of women in professional jobs in state government (36.1%) still lags behind their availability in the labor force (49.1%)

- The representation of women in administrative jobs dropped during 1984-85; from 18.1% to 17.3%.

- Women are being hired and promoted into administrative positions at a rate lower than their representation in the labor force. Only 19.2% of the new hires and 17.9% of those promoted into administrative positions were women. Women account for 30.6% of the administrative positions in the labor force.

- In both professional and administrative jobs, women continue to be concentrated in the lower pay grades (see Graphs A and B pages 10 and 12).

- The representation of minorities increased from 2.9% in 1983-84 to 3.2% in 1984-85. Their representation in state jobs has increased steadily from 2.2% in 1975. Minorities account for 4.8% of the Montana labor force.

- The representation of disabled persons also increased during 1984-85 from 3% of state jobs in 1983-84 to 3.3% in 1984-85. The employable disabled account for 4.9% of the labor force.

- The affirmative action planning process beginning in January 1986, is a critical step in addressing the problems of advancement for women into administrative and management positions and continuation of progress in employing women, minorities, and disabled persons in professional positions.

CHAPTER II

1985 STATE EEO PROGRAM EVALUATION

During the 1985 program year, the State Personnel Division Equal Employment Opportunity Section concentrated its efforts on developing new systems and guidelines to assist agencies in monitoring employment and in establishing updated affirmative action plans. A new automated system for monitoring the characteristics of applicants for state jobs went into operation on July 1, 1985. Montana's Equal Employment Opportunity/Affirmative Action Guidelines were revised for distribution in January 1986. The revised guidelines are intended to provide clearer instructions to agency EEO officers. The annual utilization analysis of state jobs will be further streamlined to assist agencies in preparing new affirmative action plans in 1986.

These changes are intended to promote increased efforts by state managers to improve the employment opportunities of women, minorities and disabled people. The development of new affirmative action plans in 1986 is an opportunity for the State of Montana to continue to close the gap between the representation of women, minorities and disabled persons in state jobs and their availability in the labor force.

The efforts made by agencies under the existing plans have resulted in some significant gains during 1985. Women, minorities and disabled persons, however, continue to be underrepresented in state employment. In certain categories of jobs, such as administrative and management positions, the gains have been small or absent. Even when affected groups are hired and promoted at an equitable rate, it can take many years to correct the underrepresentation in employment. Affirmative action progress is slow due to the limited number of positions that are filled during a given year. The state's Equal Employment Opportunity Program, therefore, represents a long-term commitment which must be vigorously pursued each and every year.

This report will review the representation of women, minorities and disabled persons in state jobs and their progress during the 1984/1985 fiscal year. Table A displays a summary of the representation of women, minorities and disabled persons employed in state executive branch agencies (excluding the University System) as of June 30, 1985. Only employees in permanent positions are included in the totals. There are an additional 1,177 "other-than-permanent" employees of whom 44.4% are women, 2.6% are minority and 0.5% are disabled.

TABLE A

Summary of Representation of Permanent Employees
by Job Category (June 30, 1985)

Job Category	Total No.	Female %	Female No.	Minorities %	Minorities No.	Handicapped %	Handicapped No.
Administrators	486	17.3	84	3.9	19	3.1	15
Professionals	2,998	36.1	1,083	2.3	69	4.2	125
Technicians	1,889	52.1	985	3.4	64	2.7	50
Protective Serv.	542	6.8	37	2.2	12	2.4	13
Para Professionals	906	64.8	587	3.5	32	1.8	19
Clerical	1,583	89.8	1,423	3.4	54	2.2	35
Skilled Craft	467	1.9	9	3.9	18	3.9	18
Service & Mtce.	597	16.3	97	5.0	30	3.5	21
TOTAL	9.468	45.5	4,205	3.2	300	3.3	313

Equal Employment Opportunity for Women

Women are the largest target group or "affected class" addressed by the Montana Equal Employment Opportunity/Affirmative Action Program. Montana labor force statistics show that women account for 42.6% of the Montana labor force and 45.5% of the state employees. Table B shows the distribution of women in the labor force by the type of work held or being sought and compares those figures to the current representation of women in equivalent state jobs.

TABLE B

Representation of Women in the Montana Labor Force
Compared to Montana State Government

Job Category	% Female in Labor Force	% Female in State Government
Managers and Administrators	30.6	17.3
Professionals	49.1	36.1
Clerical	81.8	89.8
Protective Services	11.3	6.8
Technicians	49.3	52.1
Crafts	5.2	1.9
Others	34.6	45.5
TOTAL	42.6	45.5

Although the overall representation of women in state jobs is higher than in the labor force, many female state employees are concentrated in the traditionally female job categories of clerical and technical jobs. Women are underrepresented in the non-traditional job categories of administrative, professional, protective service and crafts. Of particular concern for the EEO program in Montana is the underrepresentation of women in the higher-salaried professional and administrative jobs.

Table C shows the changes in the representation of women in state jobs over the last ten years. While this table shows improvement in the representation of women, a closer examination is required to adequately explain their current standing in state government employment.

TABLE C

Summary of Representation of Women by Job Category

(Permanent Employees)

Category	1975 %	1982 %	1983 %	1984 %	1985 %
Administrators	10.9	13.2	16.6	18.1	17.3
Professionals	28.8	32.4	33.7	33.1	36.1
Technicians	37.4	52.7	54.6	51.7	52.1
Protective Services	3.0	5.3	5.4	7.0	6.8
Para-Professional	60.6	67.4	66.6	65.1	64.8
Clerical	86.7	85.9	86.8	89.7	89.9
Skilled Craft	3.7	1.3	1.7	1.9	1.9
Service	28.8	18.4	16.6	14.3	16.3

A better picture of employment opportunity can be gained by looking at the results of various types of employment decisions during the 1984/85 fiscal year. Table D is a summary of new hire, promotion and termination decisions affecting women. A "new hire" is a decision to select a person who is not a current employee of the state agency. A "promotion" is a decision to select a current employee of an agency for a position at a higher grade and which may also involve a new EEO job category. Both new hires and promotions represent an opportunity to apply the agency's affirmative action plan to correct underrepresentation.

Table D also includes "termination" decisions. A termination occurs when an employee either voluntarily or involuntarily leaves employment with a specific agency. Note that the employment decisions in Table D cannot be directly interpreted as net gains or losses in state employment. A termination from one agency may represent a new hire in another agency.

TABLE D

New Hire, Promotion and Termination Rates for Women
Compared to Their Labor Force Availability and Current Representation
(All Agencies, Permanent Jobs Only) (1984-85)

Job Category	Labor Force	Current Representation	Total Hired	Female Hired	% Rate	Total Promoted	Female Promoted	% Rate	Total Termin.	Female Termin.	% Rate
Administrators	30.6	17.3	26	5	19.2	28	5	17.9	39	5	12.8
Professionals	49.1	36.1	376	191	50.8	107	69	64.5	372	162	43.6
Technicians	49.3	52.1	143	75	52.4	172	129	75.0	211	130	61.6
Protective Serv.	11.3	6.8	63	9	14.3	14	2	14.3	65	9	13.9
Para-Professional			150	91	60.7	95	69	72.6	138	98	71.0
Clerical	81.8	89.8	386	353	91.5	55	46	83.6	347	296	85.3
Skilled Craft	5.2	1.9	15	1	6.7	30	1	3.3	42	1	2.4
Services			55	10	18.2	44	20	45.5	60	14	23.3
TOTAL	42.6	45.5	1,214	735	60.5	545	341	62.6	1,274	715	56.1

There has been a decrease in the representation of women administrators since the 1983/84 annual report from 18% to 17.3%, a drop of 0.7%. As Table D shows the rate of hire for female administrators during the 1984/85 fiscal year was only 19.2% compared to 20.6% during 1983/84. Their availability in the labor force is 30.6%. When translated into actual numbers, out of 26 employees hired into administrative jobs during the program year, only five were women. The rate of promotion into administrative positions also dropped from 29.3% women in 1983/84 to only 17.9% women in 1984/85 (five women out of 28 promotions).

This low rate of selection and promotion is of particular concern, because of the small number of vacancies available to be filled in administrative jobs. Even if women advance into administrative positions at the rate they are available in the labor force, it would take four to five years to correct their underrepresentation in state jobs.

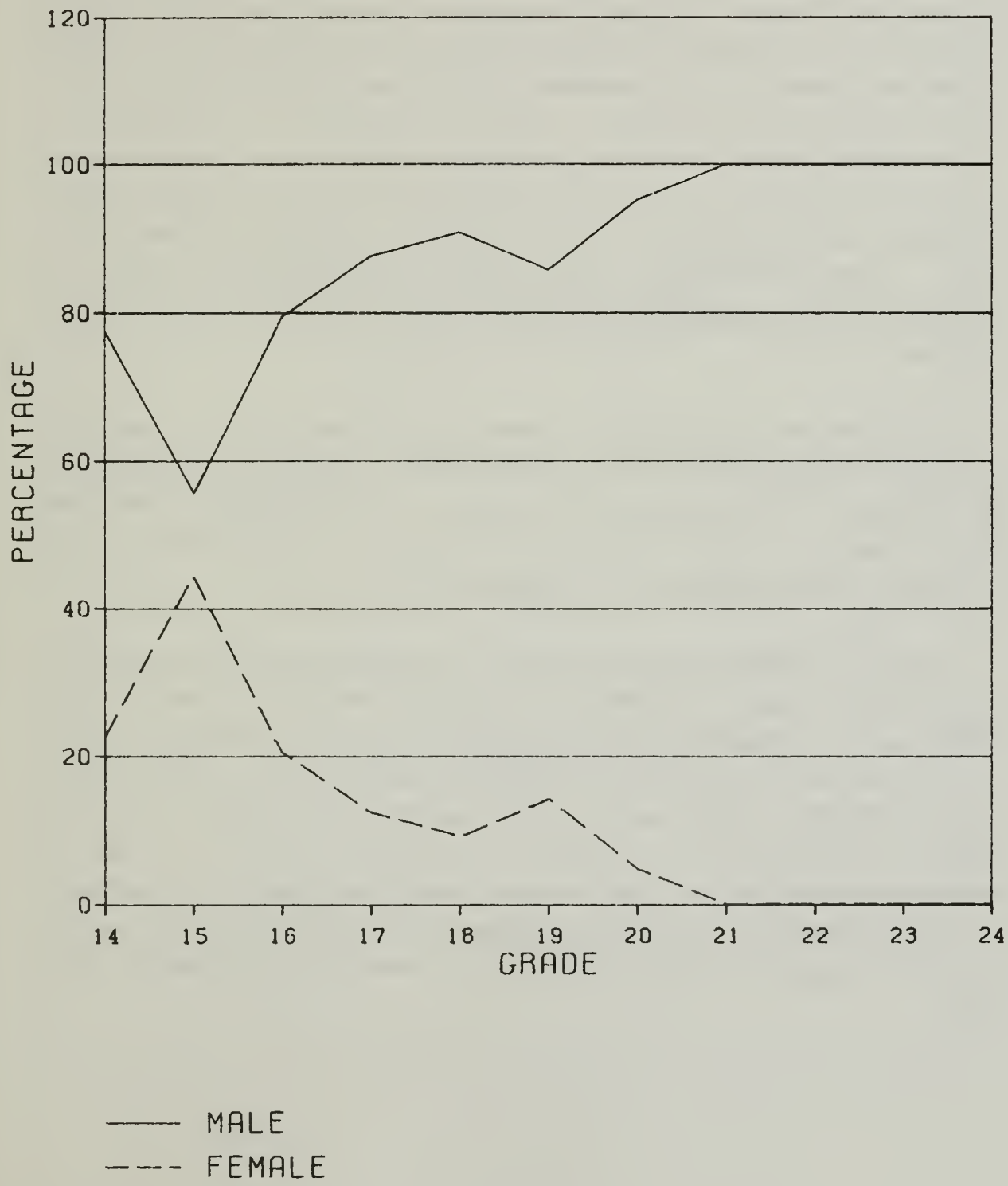
The rate at which women advance into administrative positions should improve as their representation in professional jobs and in lower-graded administrative jobs improves. Graph A shows that women administrators are concentrated in the lower grades. Their representation at the lower grades is much closer to their representation in the labor force. As promotional opportunities occur in the future, it is more likely there will be a representative number of women candidates for positions at higher grades with some administrative experience.

GRAPH A

DISTRIBUTION BY SEX

ADMINISTRATORS & MANAGERS

PAY PLAN 060



An examination of the distribution of professional women by grade level also helps explain the difficulty women experience trying to advance into administrative positions. The upper-level professional jobs represent the pool of employees from which many of the applicants for administrative positions are drawn. As Graph B clearly indicates, these jobs in state government are predominantly filled by men. In fact, 97.1% of all the professional women in state government are between grades 10 and 15. Only 2.9% are employed above grade 15. With this situation, it is unlikely that a significant number of the qualified applicants for administrative promotions will be women. This is an excellent example of a situation where affirmative action is critical to the attainment of equal employment opportunity. Without Affirmative Action, equal representation of women in administrative and management positions in state government could take a long time.

Even with the concentration of women in the lower-paying professional jobs, their representation shows a more positive trend than in administraive positions. The representation of women in the lower-grade professional positions meets or exceeds their availability in the labor force and they are being hired and promoted at an increased rate.

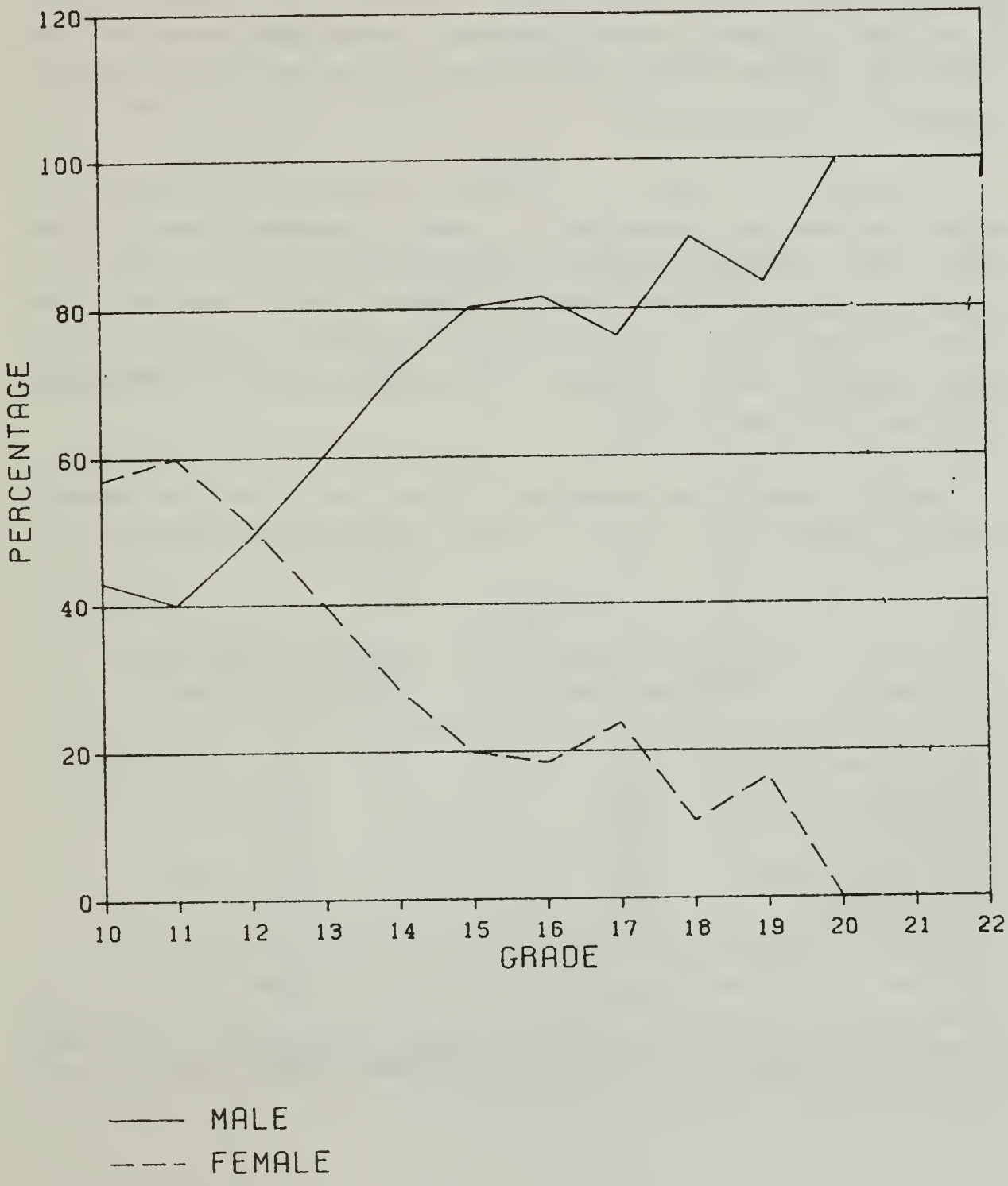
During the 1984/85 fiscal year 50.8% of the new hires into professional positions were women (see Table D, page 8). This is up from 35.3% in 1983/84 and is consistent with their availability in the labor force. 64.5% of the employees promoted into professional positions were women, up from 48.8% in 1983/84. These new hire and promotion rates account for the 3% jump in the representation of women in professional jobs and give hope for even greater gains in the near future. With these rates of advancement women should move into upper-level professional positions in greater numbers and more frequently become candidates for promotions into administrative jobs.

GRAPH B

DISTRIBUTION BY SEX

PROFESSIONALS

PAY PLAN 060



Equal Employment Opportunity for Minorities

Equal Employment Opportunity for minorities in Montana is in large part Equal Employment Opportunity for Native Americans. 80.7% of the minorities in the Montana labor force are Native Americans. All minority groups together only account for 4.8% of the labor force or 19,925 workers. Native Americans represent a very small portion of the labor force and these small numbers complicate the analysis of minority employment and representation.

In addition to being a very small portion of the work force, Native Americans are concentrated in certain geographic areas of the state. While they may represent 4.8% of the state labor force, the actual availability of Native American applicants in an urban area like Helena is probably less than 4.8%. This uncertainty, coupled with the small numbers, makes it difficult to establish specific affirmative action objectives for minorities.

Table E compares the percentage of minorities in each job category of state jobs with their availability in the state-wide labor force.

TABLE E

Job Category	Percentage of Minorities in Montana Labor Force	Percentage of Minorities in State Government
Administrators and Managers *	3.1	2.1
Professionals *	3.4	2.3
Technicians	3.2	3.4
Protective Services	6.0	2.2
Office Clerical	4.4	3.4
Skilled Craft	3.9	3.9
All Others	6.2	5.0
	4.8	3.2

* Positions for these categories are normally recruited for state-wide. The remaining categories are normally recruited for in the local areas where the jobs exist.

The representation of minorities in state government jobs continues to trail their statewide availability. There was an increase of .3% in overall representation during the 1985 program year. Table F shows there has been a steady increase in the representation of minorities over the last ten years from 2.2% in 1975 to 3.2% in 1985. Percentage changes by job category are difficult to evaluate because of the small number of positions involved. A change of one or two positions can cause a noticeable shift in the percentage of Native Americans in a single job category.

TABLE F

Employment of Minorities by Job Categories
in 1975, 1982, 1983, 1984, and 1985

Job Categories	1975 %	1982 %	1983 %	1984 %	1985 %
Administrators	1.3	2.0	1.8	1.7	2.1
Professional	2.4	2.3	2.4	2.3	2.3
Technicians	2.3	2.9	2.8	3.2	3.4
Protective Services	1.0	3.3	2.7	2.9	2.2
Para-Professionals	2.1	3.5	3.3	3.3	3.5
Office Clerical	2.0	2.9	3.7	3.3	3.4
Skilled Craft	3.1	2.0	1.7	2.5	3.9
Service Maintenance	2.1	3.9	4.0	4.6	5.0
TOTAL	2.2	2.8	2.9	2.9	3.2

Equal Employment efforts for minorities should continue to concentrate on correcting identified problems with representation in major job groups within specific state agencies. Appropriate affirmative action objectives in these identified problem areas should insure that the progress in the employment of Native Americans and other minorities continues.

Equal Employment Opportunity for the Disabled

The State Equal Employment Opportunity Program in conjunction with the Governor's Committee on Employment of the Handicapped has continued its active program to encourage employment of disabled persons. These efforts have been instrumental in promoting employment of disabled persons in the private sector, as well as in state jobs.

The most significant activity during the 1985 program year was the Governor's Employment Challenge. This six-month challenge to all Montana employers was kicked off by Governor Ted Schwinden at an employer's banquet in April. The challenge was closed in October by Lieutenant Governor George Turman at an awards banquet held in conjunction with the State's Annual EEO Conference in Great Falls. The challenge aided in gaining employment for at least 14 disabled persons in both public and private jobs.

State government continues to show improvement in the representation of disabled persons. Table G shows the percentage of disabled persons in state jobs by job category.

Table G

Representation of Disabled State Employees
by Job Category (Permanent Jobs)

Job Category	% Disabled Employees
Administrators	3.1
Professionals	4.2
Technicians	2.7
Protective Services	2.4
Para-Professionals	1.8
Clerical	2.2
Skilled Craft	3.9
Services	3.5
TOTAL	3.3

Disabled persons fill 3.3% of state jobs up from 3% in 1984. The employment of disabled persons has increased 52.7% over the last two years with the number of disabled state employees increasing from 205 in 1983

to 284 in 1984 and 313 in 1985. Even with this dramatic increase, the representation of disabled persons still trails their availability in the labor force. According to the 1980 census, approximately 4.9% of the Montana labor force is disabled, but employable (i.e., their disability does not prevent them from working).

CHAPTER III

CONCLUSIONS AND RECOMMENDATIONS

A review of state government employment data leads to several broad conclusions:

- The state's Equal Employment Opportunity and Affirmative Action programs are having a positive effect on the employment opportunities for women, minorities and disabled persons.

- While gains have been made in several employment areas, women, minorities and disabled persons continue to be underrepresented in most categories of state jobs.

- Progress in overcoming the effects of past discrimination is slow. An effective affirmative action program must represent a long-term commitment. Lapses in that commitment can be directly measured in the continued underrepresentation of affected groups.

- The most effective remedy for the effects of past discrimination is an aggressive affirmative action program, which identifies specific areas where women, minorities or disabled persons are underrepresented and establishes specific objectives for correcting them.

In light of these conclusions, the state's affirmative action process which begins in January, 1986, becomes critical to the future success of equal employment opportunity in state government. This process will establish the affirmative action objectives of executive branch agencies for the next two years. It is important to remember that an affirmative action plan written in isolation by a personnel officer or EEO technician with no active management involvement or commitment does not represent a realistic program for correcting underrepresentation of women, minorities and disabled persons. If a plan is to be realistic and be successfully implemented it should be

the clear policy of each state agency that responsible management officials will:

- actively become involved in preparing and reviewing the agency's affirmative action plan;

- sincerely commit themselves to successfully implement the plan;

- follow through on those plan actions throughout the year;

- be appraised for their EEO/Affirmative Action accomplishments as they would be for any other management objectives;

- periodically be given refresher seminars on EEO/AA by their respective agencies. The State Personnel Division will remain ready to conduct the seminars at the request of an agency, as well as to provide other assistance which advances the implementation of the affirmative action plans.

In preparing the agency affirmative action plan, specific attention should be paid to underrepresentation of women in administrative and management positions at all levels. Agencies should establish clear plans for improving the opportunities for women to be hired and advanced into upper-level professional and administrative positions.

The State Personnel Division, in an effort to increase the opportunity of women, minorities and disabled persons, has prepared revised Equal Employment Opportunity and Affirmative Action Guidelines. The Guidelines will be issued to all state agencies by the end of January 1986. The division has also prepared a document that clearly shows the availability figures of women and minorities in the labor force for each job category.

The division believes that, properly using the revised Guidelines and the labor force availability document, agencies will be in a posi-

tion to improve the representation of affected groups at all levels.

1986 will be a pivotal year in Montana state government's commitment to equal employment opportunity. A minor commitment will obviously result in no progress, or at best, many years of slow incremental improvement, with equality of employment for women, minorities and disabled persons being years in the future.

A major commitment on the other hand, could result in significant gains - gains built on the increased pool of qualified professional women, minorities, and disabled persons, who, through the equal employment and affirmative action programs of state agencies, have had the opportunity to serve the citizenry of Montana.

APPENDIX A

AGENCY PROGRAMS and PROFILES

(Presented in Alphabetical Order)

AGENCY PROGRAMS

Each agency in Montana State Government is responsible for developing, implementing and monitoring its own affirmative action program consistent with the EEO guidelines published by the State Personnel Division, Department of Administration, under the authority of Executive Order 24-81 (See Appendix D).

Agency EEO programs vary widely because of differences in agency missions and resources, differences in federal civil rights regulations which govern conduct of certain federally-funded but state-operated programs and different management philosophies. Additionally, in some cases a department is made up of several independent agencies that have no operational relationships to each other.

1. Some of the agencies reviewed are not under the jurisdiction of the Governor's Executive Order 24-81. Agencies not subject to the program requirements include Legislative and Judicial Branch agencies and Executive Branch agencies that report to elected officials other than the Governor.

The following departments are subject to Executive Order 24-81 per 2-15-103, MCA:

Office of the Governor
Department of Education
Department of Fish, Wildlife and Parks
Department of Health and Environmental Sciences
Department of Highways
Department of State Lands
Department of Livestock
Department of Natural Resources and Conservation
Department of Revenue
Department of Administration
Department of Agriculture
Department of Institutions
Department of Commerce
Department of Labor and Industry
Department of Military Affairs
Department of Social and Rehabilitation Services

The following agencies, although not subject to the Executive Order, voluntarily participate in the State's Affirmative Action Program:

Office of the Secretary of State
Office of the Superintendent of Public Instruction
Department of Justice
Department of Public Service Regulation.

2. Some agencies, particularly those classified as small agencies, do not have sufficient employees or resources to effectively carry out an Affirmative Action Plan. Most small and medium-sized agencies have, at best, one person assigned to both Personnel and Affirmative Action responsibilities, leaving little time available for such activities as validation of selection procedures, special recruitment efforts and training to facilitate upward mobility.

For purposes of program administration, the State Personnel Division classifies state agencies into three categories:

Small Agency - less than 15 employees
Medium Agency - 15-100 employees
Large Agency - more than 100 employees

The following agencies are classified small agencies for purposes of this report. No utilization analysis was performed for these agencies due to the "small numbers problem."

Commissioner of Campaign Practices
Montana Arts Council
Advisory Council for Vocational Education
Board of Pardons
Fire Services Training School

The following departments and offices are classified as medium sized agencies:

Department of Agriculture
Department of Military Affairs
Department of Public Service Regulation
Department of Livestock
Department of Education
State Auditor's Office
Governor's Office
Office of the Secretary of State
Office of Public Instruction

The following departments are classified as large state agencies by the EEO Section. Many of these agencies have sufficient resources and personnel office staff to actively pursue an Affirmative Action Program. Several of these agencies additionally are subject to federal affirmation action requirements:

Department of Justice
Department of Health and Environmental Sciences
Department of Fish, Wildlife and Parks
Department of Highways
Department of State Lands
Department of Natural Resources and Conservation
Department of Revenue
Department of Administration
Department of Institutions
Department of Commerce
Department of Labor and Industry
Department of Social and Rehabilitation Services

3. The representation levels of women and minorities in different departments cannot be compared directly for analysis purposes. Any attempt to compare departments must include a consideration of different recruitment areas, labor markets and types of jobs performed.

   The work force profile displayed for each department in Appendix A is based on information on file for June 30, 1985. The figures shown for new hires, promotions and terminations are the number of each type of transactions that occurred between July 1, 1984 and June 30, 1985. Each transaction represents an agency opportunity to hire, promote or retain an individual. The figures shown in Appendix A are for permanent full-time and part-time employees in executive branch agencies.

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Administration

EEO Officer Jim Nys

Last Affirmative Action Plan 1985

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	30	3	0	1	0	0	0	0	2	0	0	0	2	0	0	0
Professional Speciality	163	57	2	4	25	10	0	0	2	0	0	0	38	15	0	1
Technicians	49	40	0	0	5	3	0	0	6	5	0	0	12	7	0	2
Protective Service Workers	13	0	0	2	6	0	0	0	0	0	0	0	11	2	0	0
Para-Professionals	N/A															
Clerical	100	86	5	3	28	21	2	0	1	1	0	0	26	12	0	0
Skilled Craft	8	2	0	1	1	0	0	1	0	0	0	0	4	0	0	0
Service/Maintenance	28	4	3	0	4	1	2	0	1	0	0	0	7	0	2	0
Dept. Total	391	192	10	11	69	35	4	1	12	6	0	0	100	36	2	3

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Agriculture

Last Affirmative Action Plan 1985

EEO Officer Sandra Louchau

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	11	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professional Speciality	38	5	0	0	4	0	0	0	4	3	0	0	6	2	1	0
Technicians	14	3	0	0	2	0	0	0	1	0	0	0	1	1	0	0
Protective Service Workers	N/A															
Para-Professionals	1	1	0	0	1	0	0	0	2	1	0	0	1	0	0	0
Clerical	18	17	1	0	7	6	0	0	1	0	0	0	5	4	0	0
Skilled Craft	N/A															
Service/Maintenance	N/A															
Dept. Total	74	27	1	0	14	6	0	0	8	4	0	0	13	7	1	0

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Commerce

EEO Officer Mike Mikota

Last Affirmative Action Plan 1985

Remarks

EEO Category	Current Employees Total	Fe	Min	Hnd	New Hires Total	Fe	Min	Hnd	Promotions In Total	Fe	Min	Hnd	Terminations Total	Fe	Min	Hnd
Officials/Administrators	25	3	2	1	3	0	0	0	1	0	0	1	7	1	0	0
Professional Speciality	117	32	1	3	11	2	0	0	4	2	0	0	13	4	2	0
Technicians	37	24	2	0	7	4	0	0	3	3	0	0	6	5	0	0
Protective Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Para-Professionals	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Clerical	27	26	1	0	12	11	1	1	1	1	0	0	9	8	0	2
Skilled Craft	1	0	0	0	2	1	0	0	0	0	0	0	2	1	0	0
Service/Maintenance	N/A															
Dept. Total	208	86	6	4	35	18	1	1	9	6	0	1	38	19	2	2

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Education

Last Affirmative Action Plan 1985

EEO Officer various

Remarks

EEO Category	Current Employees Total	Fe	Min	Hnd	New Hires Total	Fe	Min	Hnd	Promotions In Total	Fe	Min	Hnd	Terminations Total	Fe	Min	Hnd
Officials/Administrators	17	5	1	1	0	0	0	0	1	0	0	0	1	0	0	0
Professional Speciality	93	53	6	10	11	4	1	0	8	7	0	1	16	11	2	0
Technicians	22	16	0	0	5	2	0	0	5	4	0	0	4	2	0	1
Protective Service Workers	N/A															
Para-Professionals	43	35	2	9	6	2	0	0	10	10	2	3	1	0	0	0
Clerical	25	22	0	2	8	8	0	1	3	3	0	0	12	9	0	1
Skilled Craft	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service/Maintenance	6	1	0	3	0	0	0	0	0	0	0	0	1	0	0	0
Dept. Total	208	133	9	25	30	16	1	1	27	24	2	4	35	22	2	2

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Governor's Office

Last Affirmative Action Plan 1985

EEO Officer Mary Jo Murray

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	3	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Professional Speciality	18	7	0	0	3	1	0	0	0	0	0	0	0	0	0	0
Technicians	6	6	0	0	0	0	0	0	1	1	0	0	1	1	0	0
Protective Service Workers	N/A															
Para-Professionals	0	0	0	0	0	0	0	0	0	0	0	0	4	4	0	0
Clerical	10	9	0	0	3	3	0	0	0	0	0	0	1	1	0	0
Skilled Craft	N/A															
Service/Maintenance	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dept. Total	39	25	1	0	6	4	0	0	1	1	0	0	6	6	0	0

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Fish, Wildlife and Parks

Last Affirmative Action Plan 1985

EEO Officer Olive Price

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	27	1	0	0	0	0	0	0	3	0	0	0	1	0	0	0
Professional Speciality	169	17	1	3	6	0	0	0	1	0	0	0	6	1	0	0
Technicians	53	22	1	0	0	0	0	0	5	4	0	0	6	4	0	0
Protective Service Workers	74	1	0	1	0	0	0	0	2	0	0	0	2	0	0	0
Para-Professionals	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Clerical	33	32	0	1	10	10	0	0	0	0	0	0	5	5	0	0
Skilled Craft	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service/Maintenance	20	3	0	0	0	0	0	0	1	0	0	0	2	0	0	0
Dept. Total	378	77	3	5	16	10	0	0	12	4	0	0	22	10	0	0

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Health and Environmental Sciences

Last Affirmative Action Plan 1985

EEO Officer Melva Rude

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	27	3	2	1	1	0	0	0	1	0	0	0	2	0	0	0
Professional Speciality	120	40	3	1	16	10	0	0	1	1	0	0	12	5	0	0
Technicians	28	26	0	0	3	3	0	0	5	5	0	0	5	5	0	0
Protective Service Workers	N/A															
Para-Professionals	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Clerical	43	38	2	2	12	10	1	1	0	0	0	0	7	6	1	0
Skilled Craft	N/A															
Service/Maintenance	N/A															
Dept. Total	220	109	7	3	32	23	1	1	7	6	0	0	26	16	1	0

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Highways

EEO Officer Betty Taylor

Last Affirmative Action Plan 1985

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	62	3	1	2	0	0	0	0	3	0	0	0	1	0	0	0
Professional Speciality	306	41	12	13	21	7	1	0	9	3	0	1	22	7	0	1
Technicians	494	68	23	25	36	8	3	1	17	10	0	0	28	7	2	2
Protective Service Workers	72	11	3	4	4	2	0	0	1	0	0	0	8	2	0	0
Para-Professionals	39	1	0	1	2	0	0	0	6	1	0	0	0	0	0	0
Clerical	92	70	3	2	18	16	1	0	3	2	0	0	10	8	0	1
Skilled Craft	360	1	17	13	5	0	0	0	23	1	6	0	21	0	0	1
Service/Maintenance	302	10	15	13	24	2	3	0	5	0	0	0	18	1	2	1
Dept. Total	1,727	205	74	73	110	35	8	1	67	17	6	1	108	25	4	6

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Institutions

EEO Officer Virgil Dixon

Last Affirmative Action Plan 1985

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	57	10	0	0	10	3	0	0	2	1	0	0	5	2	0	0
Professional Speciality	429	210	12	9	89	55	3	1	27	19	0	0	70	40	1	1
Technicians	355	232	10	10	26	21	1	1	44	30	0	2	32	27	0	1
Protective Service Workers	197	20	4	6	44	5	0	0	10	2	0	0	33	3	2	1
Para-Professionals	693	427	22	8	125	75	7	1	54	35	0	0	117	79	3	1
Clerical	141	133	1	2	22	22	1	0	9	9	0	0	25	25	1	0
Skilled Craft	83	4	1	4	5	0	0	0	7	0	0	0	13	0	0	0
Service/Maintenance	203	69	11	5	17	4	5	0	28	14	0	0	26	10	0	1
Dept. Total	2,158	1,105	61	44	338	185	17	3	181	110	0	2	321	186	7	5

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Justice

EEO Officer Howard Hammer

Last Affirmative Action Plan 1985

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	18	0	0	0	3	0	0	0	0	0	0	0	3	0	0	0
Professional Speciality	97	24	0	0	13	6	0	0	2	0	0	0	12	5	0	0
Technicians	84	35	4	1	4	3	0	0	8	4	1	0	5	5	0	0
Protective Service Workers	171	4	4	0	7	2	0	0	1	0	0	0	8	2	1	1
Para-Professionals	N/A															
Clerical	174	156	5	0	32	28	0	0	4	3	0	0	32	28	1	0
Skilled Craft	N/A															
Service/Maintenance	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dept. Total	546	219	13	1	59	39	0	0	15	7	1	0	60	40	2	1

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Labor and Industry

EEO Officer Russ Perry

Last Affirmative Action Plan 1985

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	43	10	0	3	2	0	0	0	3	1	0	0	5	0	0	0
Professional Speciality	441	165	16	45	42	17	0	2	21	16	0	0	34	11	0	4
Technicians	47	42	1	2	4	4	0	0	12	12	1	0	6	6	0	0
Protective Service Workers	N/A															
Para-Professionals	8	8	0	0	2	2	0	0	6	6	0	0	6	6	0	0
Clerical	170	159	7	10	48	47	2	1	1	1	0	0	34	31	2	1
Skilled Craft	N/A															
Service/Maintenance	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dept. Total	710	304	24	60	98	70	2	3	43	36	1	0	85	54	2	6

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Livestock

EEO Officer John Skufca

Last Affirmative Action Plan 1985

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	8	1	0	1	0	0	0	0	2	0	0	0	1	0	0	0
Professional Speciality	44	7	1	1	3	1	0	0	1	1	0	0	4	0	0	0
Technicians	37	9	0	1	9	0	0	0	3	3	0	0	10	2	0	0
Protective Service Workers	N/A															
Para-Professionals	5	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Clerical	21	20	0	0	5	4	0	0	0	0	0	0	7	7	0	0
Skilled Craft	N/A															
Service/Maintenance	N/A															
Dept. Total	115	39	1	3	18	5	0	0	6	4	0	0	22	9	0	0

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

Data as of June 30, 1985

Agency Military Affairs

EEO Officer Maj. Kenneth Cottrill

Last Affirmative Action Plan 1985

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	1	0	0	0	1	0	0	1	0	0	0	0	3	0	0	1
Professional Speciality	1	0	0	0	2	2	0	0	0	0	0	0	18	4	0	0
Technicians	1	1	0	0	0	0	0	0	0	0	0	0	15	6	1	2
Protective Service Workers	15	1	1	0	2	0	0	0	0	0	0	0	1	0	0	0
Para-Professionals	N/A															
Clerical	6	5	0	0	8	6	0	0	0	0	0	0	15	12	1	0
Skilled Craft	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service/Maintenance	8	0	1	0	1	0	0	0	0	0	0	0	1	0	0	0
Dept. Total	36	7	2	0	14	8	0	1	0	0	0	0	53	22	2	3

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Natural Resources & Conservation

Last Affirmative Action Plan 1985

EEO Officer Jane Reed Benson

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	19	3	0	0	0	0	0	0	2	0	0	0	0	0	0	0
Professional Speciality	112	29	2	1	20	6	0	0	7	4	0	0	17	4	0	0
Technicians	62	25	2	1	4	2	0	0	5	4	0	0	5	3	0	0
Protective Service Workers	N/A															
Para-Professionals	2	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0
Clerical	47	46	1	0	17	17	0	0	0	0	0	0	12	12	0	1
Skilled Craft	N/A															
Service/Maintenance	N/A															
Dept. Total	242	104	5	2	42	26	0	0	14	8	0	0	34	19	0	1

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Public Service Regulation

EEO Officer Madeline Cottrill

Last Affirmative Action Plan 1985

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professional Speciality	10	6	0	0	1	1	0	0	1	1	0	0	3	2	0	0
Technicians	8	3	0	0	0	0	0	0	1	1	0	0	5	0	0	1
Protective Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Para-Professionals	N/A															
Clerical	6	6	0	0	4	4	0	0	0	0	0	0	1	1	0	0
Skilled Craft	N/A															
Service/Maintenance	N/A															
Dept. Total	26	16	0	0	5	5	0	0	2	2	0	0	10	3	0	1

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Revenue

EEC Officer Nina Drake

Last Affirmative Action Plan 1985

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	32	1	0	0	0	0	0	0	1	0	0	0	2	0	0	0
Professional Speciality	145	51	2	3	12	3	1	1	7	5	0	0	17	7	0	0
Technicians	231	122	5	2	13	4	0	0	26	21	0	0	33	16	0	0
Protective Service Workers	N/A															
Para-Professionals	N/A															
Clerical	355	301	15	5	65	58	1	0	12	8	0	0	82	67	7	2
Skilled Craft	N/A															
Service/Maintenance	9	0	0	0	1	0	0	0	0	0	0	0	1	1	0	0
Dept. Total	772	475	22	10	91	65	2	1	46	34	0	0	135	91	7	2

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Report
Data as of June 30, 1985

Agency Secretary of State's Office

Last Affirmative Action Plan 1985

EEO Officer Bobby June Day

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professional Speciality	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	5	5	0	0	1	1	0	0	0	0	0	0	1	1	0	0
Protective Service Workers	N/A															
Para-Professionals	8	6	0	0	2	1	0	0	1	1	0	0	1	1	0	0
Clerical	9	9	0	0	5	5	0	0	1	1	0	0	6	5	0	0
Skilled Craft	N/A															
Service/Maintenance	N/A															
Dept. Total	27	23	0	0	8	7	0	0	2	2	0	0	8	7	0	0

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Social and Rehabilitative Services

Last Affirmative Action Plan 1985

EEO Officer Jean Bond

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	64	27	2	4	1	0	0	0	2	1	0	0	2	1	0	0
Professional Speciality	442	252	12	28	55	41	1	2	8	5	1	0	49	28	0	2
Technicians	263	247	12	4	20	18	0	0	21	19	2	0	28	27	1	1
Protective Service Workers	N/A															
Para-Professionals	91	90	7	1	8	8	1	0	5	5	0	0	6	6	0	0
Clerical	197	191	9	8	60	59	4	0	6	6	0	0	43	43	3	4
Skilled Craft	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Service/Maintenance	N/A															
Dept. Total	1,058	811	42	45	145	126	6	2	42	36	3	0	128	105	4	7

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency State Auditor's Office

EEO Officer Dick Gilbert

Last Affirmative Action Plan 1985

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	1	0	0	0	2	0	0	0	0	0	0	0	1	1	0	0
Professional Speciality	13	7	0	0	1	1	0	0	0	0	0	0	0	0	0	0
Technicians	9	9	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Protective Service Workers	N/A															
Para-Professionals	N/A															
Clerical	22	17	0	0	5	3	0	0	2	1	0	0	4	3	0	0
Skilled Craft	N/A															
Service/Maintenance	N/A															
Dept. Total	45	33	0	0	8	4	0	0	3	2	0	0	5	4	0	0

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency State Lands

Last Affirmative Action Plan 1985

EEO Officer Gary Willis

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	24	2	1	1	0	0	0	0	3	0	0	1	1	0	0	0
Professional Speciality	103	9	1	4	8	3	0	0	2	0	0	1	5	1	0	0
Technicians	44	14	1	2	2	0	0	0	5	0	0	0	4	2	0	0
Protective Service Workers	N/A															
Para-Professionals	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Clerical	25	25	0	0	1	1	0	0	9	8	0	0	5	3	0	0
Skilled Craft	6	0	0	0	1	0	0	0	0	0	0	0	2	0	0	0
Service/Maintenance	16	8	0	0	8	3	0	1	9	6	0	6	4	2	0	0
Dept. Total	218	58	3	7	20	7	0	1	29	14	0	2	21	8	0	0

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

1985 Agency Statistical Profile
Data as of June 30, 1985

Agency Superintendent of Public Instruction

Last Affirmative Action Plan 1985

EEO Officer Marilyn Miller

Remarks

EEO Category	Current Employees				New Hires				Promotions In				Terminations			
	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd	Total	Fe	Min	Hnd
Officials/Administrators	1	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0
Professional Speciality	52	25	5	0	8	5	0	0	1	1	0	0	6	5	0	0
Technicians	36	32	4	2	2	2	0	0	3	2	1	0	4	3	0	0
Protective Service Workers	N/A															
Para-Professionals	3	3	0	0	1	1	0	0	0	0	0	0	1	1	0	0
Clerical	23	18	2	0	7	6	0	0	2	2	1	0	3	3	0	0
Skilled Craft	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service/Maintenance	N/A															
Dept. Total	116	79	11	2	19	15	0	0	6	5	2	0	14	12	0	0

INCLUDES PERMANENT FULL-TIME AND PART-TIME EMPLOYEES

APPENDIX B

SUMMARY OF DISCRIMINATION CASES FILED AGAINST STATE GOVERNMENT WITH THE HUMAN RIGHTS COMMISSION

	Total	State Agencies	University System
FY 1982	56	51*	4
FY 1983	30	22	8
FY 1984	36	28	8
FY 1985	18	16	2

* 29 of these were in a class action

FY85

Basis of Discrimination *	
Sex	7
Age	4
Race	3
Handicap	5
Political Belief	1
Marital Status	1
Religion	2

Area of Discrimination *	
Employment	12
Accommodation	0
Retaliation	4
Terms/Conditions	6
Failure to Hire	3
Termination	4
Demotion	2
Sexual Harassment	0
Failure to Promote	0
Equal Pay	0
Education/Training	2
Governmental Services	4
Maternity Leave	1

Status of Cases

12 Under Investigation
4 No Cause
1 Conciliated
1 Pending Review

* A complaint can involve multiple basis and areas of discrimination.

Sex discrimination continues to be the main basis of discrimination complaints against the state government. In 1984/85 program year it accounted for 30% of the cases. As can be seen from the above table, the total number of cases filed during the 1984/85 program year was the lowest since 1982. Compared to the previous program year (1983/84), last year's complaints have declined by almost 43%.

APPENDIX C

GLOSSARY OF TERMS

Adverse Impact - Results of a neutral, equally-applied employment practice which are more unfavorable for applicants or employees of one race or sex than for others. A practice (such as requiring a high school diploma) which has a disparate impact (disqualifies disproportionate numbers of minority applicants) is unlawfully discriminatory unless it can be shown to serve an essential business purpose (i.e., produce better performing employees.)

Affected Class - A group of people with a common characteristic such as race or sex who currently suffer employment discrimination or suffer the continuing effects of past discrimination. The term generally refers to women and minority group members, as well as to the handicapped.

Affirmative Action Plan - A results-oriented management plan with specific goals, timetables and assigned responsibilities for correcting deficiencies in the employment of minorities and women and for assuring that potential handicapped applicants are informed of job opportunities and are adequately considered.

American Indian/Alaskan Native Racial/Ethnic Group - A person having origins in any of the original people of North America who maintains cultural identification through tribal affiliation or community recognition.

Applicant Flow Analysis - An analysis of whether or not minority and female applicants are applying for jobs in representative numbers, whether those who apply are selected in representative numbers, and if not, what part of the selection process is responsible.

Asian/Pacific Islander Racial/Ethnic Group - A person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippines and Samoa.

Availability - The minority/female/handicapped percentage of all persons with the required education, training, and experience needed by an agency for a particular job or job group who are in a specified area of recruitment.

Black Racial/Ethnic Group - A person having origins in one of the black racial groups of Africa.

Bona Fide Occupational Qualification - A job requirement which although normally unlawfully discriminatory, is lawful because it can be shown to be essential to the safe and efficient performance of the job. This would include essential requirements for a particular sex, physical or mental condition, age range, national origin or religion. Requirements for a particular sex can rarely be shown to be essential; racial requirements are never essential.

EEO-4 Category - One of eight (8) occupational categories reported on the federally-required annual EEO-4 report. These eight categories are: officials and administrators; professionals; technicians; protective service workers; and service-maintenance. Each category is reported by race, sex, and salary range.

Handicap - For purposes of these guidelines, a handicap is a physical or mental condition which limits a major activity such as walking, caring for oneself, seeing, hearing, speaking, learning or breathing which limits ability to find and hold employment.

Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.

Minority - A segment of the population which differs from others in racial or national origin characteristics and which suffers from discrimination. This includes: Blacks, Hispanics, Asian/Pacific Islanders and American Indian/Alaskan Natives.

Race/Sex Conscious Selection Procedures - Procedures which take race and sex into consideration along with qualifications in determining what applicants will advance through the selection process and be finally selected. These procedures may be lawfully used when they are established as temporary measures to correct demonstrable underrepresentation provided they do not present an absolute bar to the employment or advancement of persons of other races or other sex.

Reasonable Accommodation - An employer obligation to modify facilities to insure accessibility of handicapped persons or provide special equipment, modify existing equipment, or restructure a job to permit an otherwise qualified handicapped applicant or employee to hold employment except where accommodation needed would be too costly or substantially reduce the safe and efficient operation of the agency.

Underrepresentation - Employment situations in which there are significantly fewer persons of a particular group (i.e., women or minorities) serving at a particular level or holding a particular kind of position than might be expected when compared to their availability in the labor force.

Uniform Selection Guidelines - Guidelines adopted in 1978 by the Equal Employment Opportunity Commission, Civil Service Commission, U.S. Department of Labor, and the U.S. Department of Justice for implementing uniform employee selection procedures which insure that unlawful discrimination in employment practices does not occur.

White Racial/Ethnic Group - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

STATE OF MONTANA
Office of the Governor
EXECUTIVE ORDER NO. 24-81

Executive Order Directing the Department of Administration to Implement and Maintain an Equal Employment Opportunity Program in State Government

WHEREAS, equal opportunity in state government is a goal to which I am committed, and

WHEREAS, discriminating barriers to employment in state government must be eliminated, and

WHEREAS, an effective state equal employment opportunity program must be implemented and maintained.

NOW, WHEREOF, I, GEORGE TURMAN, by the authority vested in me as Governor of the State of Montana, pursuant to Article VI, Section 4, of the Constitution of the State of Montana and Sections 2-7-103, 2-15-103, and 2-15-201, Montana Codes Annotated, do hereby order the Department of Administration as follows:

1. Implement and maintain an Equal Employment Opportunity Program for all state government employees. Specifically the Department shall provide such regulations, standards, and other guidelines as may be necessary to implement and maintain an effective equal employment opportunity program throughout state government. The program objectives shall be to eliminate discrimination in personnel salaries and procedures, job structuring and classification, hiring, firing, promoting and training.
2. Monitor the Equal Employment Opportunity Program and submit a status report to me within 90 days of the end of each year.

This order is effective immediately.

GIVEN under my hand and the GREAT SEAL of the State of Montana this 13th day of October in the year of our Lord One Thousand Nine Hundred Eight-One.

George Turman

GEORGE TURMAN, Acting Governor

ATTEST:

Jim Waltermire

JIM WALTERMIRE, Secretary of State

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